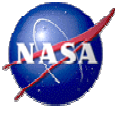
	<p style="text-align: center;"><b>LaRC FY 2007 Shutdown/FY 2008 Startup Interim Emergency Purchase Requisition Process</b></p>	 Langley Research Center
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## **Process**

### Emergency Purchase Requisitions

## **Purpose/Background**

This document details how Purchase Requests (PRs) are to be processed during the shutdown period during the time SAP is down for FY 2007 closeout and is reopened for FY 2008. During this interim period only emergency, mission critical, PRs will be approved for release.

Emergency is defined as affecting: safety and health, risk of life, the destruction of property, and aircraft on ground. Mission critical is defined as affecting the mission such that the launch opportunity is compromised or lost. In order to process a PR during this interim, all required SAP information must be obtained. This process is for actions where no SAP purchase request exists and an emergency award is anticipated to be processed during the down time.

## **Process Owners**

Ken Winter, Chief Financial Officer

Dan Tenney, Deputy Chief Financial Officer – Finance

Catherine Prohaska, Deputy Chief Financial Officer – Resources

## **Process/Steps**

During the shutdown period, if a customer has an emergency that requires a procurement action, he/she will prepare a request by following the steps in this document. Note that this document is one of many used to fulfill this process. Other documents are referenced in these steps.

## **Purchase Request**

During the interim process, PRs must contain all data necessary for SAP processing in order to facilitate accurate loading into SAP upon FY 2008 start-up. Follow the steps below in order to process the PR.

1. Fill out a LaRC Emergency Purchase Requisition Form. Included on this form are all necessary SAP information and a place for signatures.
2. Complete a Justification Form and attach it to the Emergency PR Form. Obtain approval of the Organizational Unit Manager for the emergency purchase. Obtain Office of Procurement (OP) approval of the Mission Critical Statement of Justification. Contact Mary Jane Yeager (4-2473) to arrange an appointment for the review of the Mission Critical Statement of Justification. OP will assign a tracking/purchase request number to the request.
3. Obtain signatures from all persons listed in the release strategy. The release strategy for supplies and services are shown below:



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RELEASE STRATEGIES for Emergency Processing															
					Functional Approvals										
GOODS & Services	(Step 1) Initiating Office/ Competency		(Step 2) Obtain Justification for Emergency		(Step 3) Special Approvals		(Step 4) Logistics (between 1:30- 2:30pm)		(Step 5) Resources Management (between 1:30-3:30pm)		(Step 6) Finance (between 1:30-3:30pm)		(Step 7) Finance (between 1:30-3:30pm)		(Step 8) Procurement
QA	PR Initiator	➡	as identified on justification form	➡	QA Susan Cooper (B1232, R256C)	➡	Harry Schinkel (B1206, R122)	➡	Beverly Thomas- Burse (B1195,R190)	➡	Beth Quinto (B1195,R2035)	➡	Robert Lowe (B1195,R2028)	➡	Mary Jane Yeager (B1195B, R211)
IT	PR Initiator	➡	as identified on justification form	➡	IT Patti Deyerle (B1268A, R1133)	➡	Harry Schinkel (B1206, R122)	➡	Beverly Thomas- Burse (B1195,R190)	➡	Beth Quinto (B1195,R2035)	➡	Robert Lowe (B1195,R2028)	➡	Mary Jane Yeager (B1195B, R211)
Safety	PR Initiator	➡	as identified on justification form	➡	Safety Janet Edmondson (B1232, R259)	➡	Harry Schinkel (B1206, R122)	➡	Beverly Thomas- Burse (B1195,R190)	➡	Beth Quinto (B1195,R2035)	➡	Robert Lowe (B1195,R2028)	➡	Mary Jane Yeager (B1195B, R211)
Construction	PR Initiator	➡	as identified on justification form	➡	Construction Doug Smith (B1248, R114A)	➡	Harry Schinkel (B1206, R122)	➡	Beverly Thomas- Burse (B1195,R190)	➡	Beth Quinto (B1195,R2035)	➡	Robert Lowe (B1195,R2028)	➡	Mary Jane Yeager (B1195B, R211)
					Functional Approvals										
NASA PR	(Step 1) Initiating Office/ Competency		(Step 2) Obtain Justification for Emergency		(Step 3) Special Approvals		(Step 4) Logistics (between 1:30- 2:30pm)		(Step 5) Resources Management (between 1:30-3:30pm)		(Step 6) Finance (between 1:30-3:30pm)		(Step 7) Finance (between 1:30-3:30pm)		(Step 8) Procurement
Goods	PR Initiator	➡	as identified on justification form	➡	N/A	➡	Harry Schinkel (B1206, R122)	➡	Beverly Thomas- Burse (B1195,R190)	➡	Beth Quinto (B1195,R2035)	➡	Robert Lowe (B1195,R2028)	➡	Mary Jane Yeager (B1195B, R211)
Services	PR Initiator	➡	as identified on justification form	➡	N/A	➡	N/A	➡	Beverly Thomas- Burse (B1195,R190)	➡	Beth Quinto (B1195,R2035)	➡	Robert Lowe (B1195,R2028)	➡	Mary Jane Yeager (B1195B, R211)

- Proceed to Resources Management (**Beverly Thomas-Burse B1195 Room 190**) to verify the availability of adequate funding and adherence to Continuing Resolution guidance. She will be available between the hours of **1:30 and 3:30 p.m. daily**, to approve the funding for these requests. Determination of program authority availability will be coordinated with the Financial Management (FM) office.



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5. To assure the request is properly processed, the requisitioner will personally hand deliver the Emergency PR Form and Justification Form to the OCFO, **Beth Quinto, Building 1195, Room 2035 between the hours of 1:30 and 3:30 pm** for certification of funds availability. After funds certification, the requisitioner will hand deliver the documentation to **Robert Lowe, Building 1195, Room 2028, between the hours of 1:30 and 3:30 pm**. **It is extremely important that the requisitioner hand deliver the PR form through the process in order to immediately respond to any issues that may arise.** **Beth Quinto** will certify funds availability and **Robert Lowe** will be responsible for verifying the required information is present on the PR. The requisitioner will wait while funds are certified and data on the PR is verified. If any information on the PR is incorrect, FM will reject the PR and return it to the Requisitioner for correction. When the information has been corrected, the requisitioner may return to this step.
6. **Beth Quinto** will obtain Financial Management DCFO approval, make a copy and return the original to the requisitioner.
7. **Beth Quinto** will fax a copy of the request to **Eric Strand** in Receiving at fax number 4-8296. His phone number is 4-3580. FM will keep a copy of the Emergency PR with the attachments in the Interim PR file until the documents can be posted in SAP.
8. The requisitioner will hand carry the original Emergency PR and justification to Mary Jane Yeager in OP (Bldg. 1195B, Room 211) for distribution to the appropriate Contracting Officer.
9. FM will also maintain a log of the interim PRs and will update manual funds control worksheets as needed.
10. The Office of Procurement will be responsible for maintaining the original copy of the Emergency PRs.
11. **PR initiator's/Requisitioner's will be responsible for entering their own PR's into SAP immediately upon SAP coming up for FY 2008 processing. All emergency PR's approved during the shutdown period must be entered into SAP before any other PR's can be entered. The emergency PR Tracking Number shall be entered in a text field in the SAP PR.**
12. FM will verify that all emergency PRs have been entered into SAP prior to the close of period 1.